

SMITHTON STORAGE CENTER

618-473-3366
4809 State Route 159
Smithton, IL 62285
Located 7 miles south of Belleville, IL

Office Location: 4809 State Route 159, Smithton, IL 62285
Office Hours: Tuesday-Friday 9:00 to 4:30, Sat. 9:00 to 12:00, other hours available by appt

Guide to Expanding your Business through Self Storage

Better Business through Self Storage

Self Storage gives businesses a convenient, safe, and cost effective way to expand operations and maintain a competitive edge. A business tenant can increase or decrease its leased space as need dictates.

Businesses of all types, sizes, and maturity can benefit by using self storage facilities. When businesses are faced with expansion, they often find themselves limited by lack of appropriate space, availability of land and zoning regulations, proximity to customers, and access. Leasing storage space can provide businesses with easy access and convenient hours without an appointment. It can also help businesses expand market share.

Business Storage Uses

Almost any material and equipment utilized by a business can be stored and organized for use in a self storage facility. Some common uses of storage units include ; office files, drop shipments, excess inventory, manufacturers' samples, hospital/legal records, mobile equipment, retailers' seasonal decorations, theatrical scenery, campaign materials, merchandise and supplies, and general business raw materials.

Self storage is a convenient, safe and cost effective way for businesses to expand operations and maintain a competitive edge.

Selecting a Storage Space

Ask our storage consultant to help you select a space that fits your needs. Rental of a storage space is determined by the total size of the items being stored, you should an efficiently packed small space will cost you less than a larger space. A larger unit, well organized unit, may be more convenient if you frequently use the space. We will accept business deliveries on site.

Storage Space Rental Agreement

For your protection, Best Self Storage provides a written agreement. Make sure that you read it thoroughly, and ask the storage consultant if you have any questions or concerns.

Be sure to make a note of your payment date, and check to see if the agreement covers pro-rated rental periods. Also, find out how and when your security deposit will be refunded, and the conditions for forfeiture of the deposit. If you change your address or phone number, be sure to notify us in writing.

Insure Your Goods in Storage

Any goods that you place in our storage facility are the sole responsibility of you, the owner. Goods are not insured by our storage facility. If the space is for business use, check with your company's insurance provider to see if your coverage already has a provision for items stored outside your facility – your business may already be covered. If not, our storage consultant may be able to give you the names of insurers who provide low-cost insurance coverage for your goods.

Prohibited Storage Goods

Common sense and state laws determine what may be stored. Your company controls access to your storage space. Never store the following items; live animals, flammable liquids and fuels, perishables, toxic materials, liquids, explosives, or items that need a controlled environment.

Helpful Storage Tips

Inspect your storage space. The space should be clean with a door in good working order.

Determine the packing accessories you need: paper, bubble-wrap, tape, rope, drop cloths, polyurethane sheeting, furniture covers, pallets, skids, dehumidifiers, file boxes, and cartons.

Fill Containers to Capacity: Partially full or bulging cartons may tip or collapse. Protect your fragile goods with packing and place them near the top of the storage space.

Label Boxes. Keep a list of labeled boxes at your home or office for easy reference when you need to locate your goods.

Pack the Storage Space Carefully. Leave air space around the perimeter to aid ventilation. Place a pallet on concrete floors and do not lean items against walls. Leave a walkway to the rear of your space for easy access. Use all the space available, including the height, and place frequently used goods near the door.

Specific Storage Tips

Electrical Equipment: All equipment should be thoroughly cleaned and dry before it is stored. Any equipment with sealed doors, such as a refrigerator, should be stored with its door slightly ajar.

Metal Equipment and Other Metal Items: All equipment needs to be clean. To retard rust, wipe all metal surfaces with a rag containing a few drops of machine oil. Secured fuel caps on power equipment will prevent leakage of fuel.

Files, Records, and Documents: Pack books flat to protect their spines. Do not place boxes directly on concrete floors, use pallets or skids to prevent moisture absorption. Use packing to fill out empty pockets in the boxes. Do not pack fragile items in the same box with books or documents, and do not overload.

Fabric Items: All items need to be clean and free from anything that may attract pest. Our facility sells boxes, which will help protect your items.

Fragile Items: Place a layer of packing inside the bottom and at the top of boxes containing fragile items. All items should be individually wrapped placing the most fragile near the top of the cartons. Fill

all pockets with packing. When you are stacking boxes that contain delicate items, place these items on top of those containing heavy items. Label all boxes containing delicate items "FRAGILE".

Office Furniture: Place a pallet, corrugated cardboard mat, or plastic sheet on the floor and stand sofas on end. Disassemble furniture and wrap table legs in paper. If furniture, such as a table, will not disassemble, place padding on the floor and place the table on its top with legs pointing up. Most lightweight chairs can be stacked 'seat to seat' or placed upside down on other furniture. Keep upholstery off the floor. Finally, place a light dust cover over your furniture.

These guidelines are presented with the compliments of the [Self Storage Association](#). Members of the Self Storage Association are dedicated to the highest standards of cleanliness, security, efficiency, and integrity.

